

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR NEWTON PUBLIC SCHOOLS

**REQUEST FOR PROPOSALS:
Student Information System (SIS)
for Newton Public Schools
*RFP #15-83***

Proposal Due Date: April 9, 2015 at 11:30 a.m.

MARCH 2015

Setti D. Warren, Mayor

NEWTON PUBLIC SCHOOLS
Student Information System (SIS) for Newton Public Schools

TABLE OF CONTENTS

	Page #
Part I. Timeline and Decision to Use a Request for Proposals	4
Part II. Instructions to the Proposer and Technical Proposal	5
Part III. Evaluation of Proposals	9
Part IV. Narrative Description	9
Part V. Minimum Criteria	10
Part VI. Evaluation Comparative Criteria	11
Part VII. Award of Contract	13
Part VIII. Term of Contract	13
Part IX. Attachment A-Price Proposal w/ Signature	14
Proposers Qualifications & References Form	16-17
Certificate of Non-Collision	18
Debarment Letter	19
W9 Form	20
Contract Forms	21-24
Attachments B – G	
A.	
B. Certificate of Authority	25
C. Certification of Tax Compliance	26
D. Certificate of Foreign Corporation	27
E. NPS Student Information Requirements	28
F. NPS Approved School Calendar FY2016	29
G. NPS Map of School Locations	30

CITY OF NEWTON
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS #15-83

This City of Newton Request For Proposals (RFP) invites sealed proposals from Contractors for

**STUDENT INFORMATION SYSTEM (SIS)
FOR NEWTON PUBLIC SCHOOLS**

Proposals will be received until **11:30 a.m., Thursday, April 9, 2015**
at the Purchasing Department, Room 201, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for submissions, proposals received within the time specified will be opened.

Documents associated with this RFP (Contract Documents) will be available online at the City's website:
www.newtonma.gov/bids after: **10:00 a.m., March 19, 2015.**

Proposers are responsible for downloading the specifications from the City's website at www.newtonma.gov/bids. Proposers are requested to email the Purchasing Department (purchasing@newtonma.gov) with their Company Name, Address, Email address, Phone & Facsimile number and what bid # (i.e. #15-83) they have downloaded.

The term of the awarded three (3) year contract **shall extend from the day of execution through June 30, 2018.**

As this is an RFP, proposers shall submit (i) a technical, or non-price proposal, which includes everything responsive to this RFP except the proposed contract price, and (ii) a price proposal.

There is no specific form for the technical proposal, although it should be responsive to all information requested in the RFP. The price proposals shall be submitted on the Price Proposal #15-83 form included in this RFP.

All proposals shall be submitted (i) for the technical proposal, one ORIGINAL and FOUR (4) COPIES and (ii) for the price proposal, ONE COPY. In addition, a digital CD copy of the technical proposal is requested, but not required.

Proposers' attention is directed to the requirements of the City's Supplemental Equal Employment Opportunity, Anti-Discrimination and Affirmative Action Program and also to the Minority/Women Owned Business Enterprise Plan from December 1999, all of which are available on the Purchasing Department's web page. In the event of conflict between any of the above listed policies, the stricter policy shall apply.

All City of Newton bids are available on the City's web site, www.newtonma.gov/bids. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online within the original bid document as well as a separate file.

If you download bids from the internet site and would like to make it known that your company has done so, you are requested to email the Purchasing Department (purchasing@newtonma.gov) with the Company Name, Address, Email address, Phone & Facsimile number and what bid # (i.e. #15-83) has been downloaded.

The City will reject any and all proposals in accordance with the above referenced General Laws. In addition, the City reserves the right to waive minor informalities in any or all bids, or to reject any or all proposals (in whole or in part) if it be in the public interest to do so.

CITY OF NEWTON

Maryann LaRosee

Purchasing Agent
March 19, 2015

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT**

March 19, 2015

REQUEST FOR PROPOSAL No. #15-83

STUDENT INFORMATION SYSTEM (SIS) FOR NEWTON PUBLIC SCHOOLS

I. TIMELINE & DECISION TO USE A REQUEST FOR PROPOSALS

The Chief Procurement Officer has determined that in order to select the most advantageous proposal for the delivery, implementation, management and support of a SIS system for the City of Newton's school system, comparative judgments of technical factors will be necessary. The City believes an advantageous SIS Proposer must have extensive experience in the development, management and on-going support of student data information systems in a large public school system; a detailed plan of services to support such a system and recommendations and an implementation plan to create and operate the system. The RFP process will allow the City to assign comparative ratings to Proposers based on the extent of their experience providing similar services to comparable school districts. Further, the RFP selection process will enable the City to select a Proposer that has demonstrated capability in utilizing pilots, demonstrations and other means to test ideas and educate Newton Public Schools (NPS) on potential solutions.

The Newton School Committee will assign an Evaluation Committee to evaluate each proposal. After review of the technical proposals, the Evaluation Committee will schedule interviews with all Proposers who have been deemed responsive and responsible with reference checks to follow. The Proposer identified as most advantageous will be expected to develop and present a management plan in accordance with the proposal requirements as further described herein, no later than thirty (30) days upon notification of award.

II. INSTRUCTIONS TO THE PROPOSER AND TECHNICAL PROPOSAL

- A. **GOVERNING LAW and DEADLINE FOR SUBMISSION:** All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, no later than **11:30 a.m., April 09, 2015**.

Proposers shall provide ONE (1) ORIGINAL and FOUR (4) COPIES and, if able, **ONE (1) CD** of the TECHNICAL PROPOSAL and **ONE (1) COPY** of the PRICE PROPOSAL.

Envelopes shall be marked:

"TECHNICAL PROPOSAL – RFP #15-83 STUDENT INFORMATION SYSTEMS"

Proposals must have information submitted in the same order as the criteria listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents that lists the page number providing documentation that demonstrates they have met each of the criteria listed.

Faxed or emailed proposals will not be accepted.

"PRICE PROPOSAL – RFP #15-83 STUDENT INFORMATION SYSTEM"

IF PRICE IS INCLUDED IN THE TECHNICAL PROPOSAL, THE PROPOSAL MAY BE DISQUALIFIED.

The Price Proposal shall consist of two (2) alternate price submissions, one for an SIS system maintained by NPS ("Locally Hosted Price"), and one for a system hosted by the Proposer ("Proposer Hosted Price"). The City shall select the alternate that is in the best interests of the City at the time the Price Proposals are opened. (*See Attachment A-Price Proposal, below.*)

The City of Newton's Purchasing Department converted to an email notification system of all upcoming public bids, effective July 1, 2009. If you wish to receive notification of bids, please email us with your company information to purchasing@newtonma.gov, otherwise you may view all City of Newton public bids online at www.newtonma.gov/bids.

- B. QUESTIONS/ADDENDUMS: Inquiries involving procedural or technical matters should be directed in writing, no later than Thursday, April 2, 2015 at 12:00 noon to:

purchasing@newtonma.gov or facsimile (617) 796-1227

Chief Procurement Officer

Purchasing Department

City of Newton

1000 Commonwealth Avenue

Newton, MA 02459

ADDENDA: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/Cover Page, which shall be placed as the first page of the "Technical Proposal" as well as in the designated line of the "Price Proposal".

Addenda will be posted online and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the RFP from the internet, you must make your company known to the City of Newton, Purchasing Department by emailing or faxing your company's: name, address, phone, fax, and email address and include the RFP NUMBER (#15-83) and project title. It is the contractor's sole responsibility to ensure that they have received all addenda prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.newtonma.gov/bids

- C. EXAMINATION OF DOCUMENTS: Each Proposer shall be satisfied, by personal examination of the location of the contemplated services and by any other means, as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The Proposer shall be familiar with the Contract Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.
- D. The City of Newton will reject any and all proposals when required to do so by the above referenced General Laws. In addition, the City of Newton reserves the right to waive any informality in any or all proposals, or to reject any or all proposals, in whole or in part, if it be in the public interest to do so.
- E. TIMELINE:

Event	Date
Release of RFP and post to City website.	March 19, 2015
Final questions to be submitted in writing no later than	10:00 a.m., April 2, 2015. Email: purchasing@newtonma.gov
Answers to all questions in addendum issued on	April 6, 2015.
Proposals Due	April 09, 2015 at 11:30 a.m.
Interview responsive Proposers	April 27, 2015* (may be scheduled over several days)
Proposal Evaluations Completed	May 15, 2015*
Contract Award Date	May 22, 2015*
SIS Implementation Services Start Date	June 1, 2015
SIS Go-live date no later	December, 2015

*These dates are estimates

- F. Each Technical Proposal (**not to exceed 75 pages excluding attachments such as company financial reports, System User/Administration manuals, SIF State certifications, etc.**) must contain a section for each of the following:
1. Transmittal Sheet including acknowledgment of any Addendum for this RFP
 2. A Letter of Interest including a brief history of your company and company's experience developing and supporting SIS systems
 3. Company History
 4. An organizational chart indicating names, positions and current resumes of the key personnel related to this project; summaries of credentials and the number of years of experience developing and managing SIS services for public

school districts for the Proposer's Project Manager and the Implementation Team who will work with NPS on this contract. Note that the contract will require the same Project Manager be assigned to this contract for the first year. Any changes to the Project Manager need to be pre-approved, in writing, by the NPS's IT Director. A full team is to be assembled to provide these services to meet the requirements within this RFP.

5. Resumes of key personnel
6. Copies of your audited financial statements or tax returns signed by the preparer demonstrating the company's profitability for the three (3) previous fiscal years.
7. MINIMUM CRITERIA
8. EVALUATION CRITERIA
9. A list of all Northeast regional public school districts for which the Proposer has provided Student Information System services as described in this RFP during the past five years. Please provide a list of up to 5 school districts (nationwide) that have converted from PowerSchool (Chancery) SMS.
10. Attachments A, B, C, D & E
11. References*: A minimum of three references from public school systems that the Proposer has successfully implemented and converted from an existing SIS to a new SIS with recommendations and an implementation plan that meet all of the school, federal and state needs and requirements. References will be verified by Newton Public Schools.
 - a. Send at least one of these references from a district that has been converted from a PowerSchool (Chancery) SMS system.
 - b. Send at least one of these references from a district that has been using the master schedule builder to generate a new schedule instead of rolling over the previous year's school schedule.
 - c. Send at least one of these references from a district that has been using the parent portal for new student registration and contact updates.
 - d. Send at least one of these references from a district that has developed creative customizations and advanced custom reports with the customization and reporting tools provided within the SIS.
 - e. References are to include a one paragraph synopsis, dates of service (purchase and implementation), existing SIS systems' names, addresses, email addresses and telephone numbers. These references must include at least one reference from a public school district with a minimum of ten (10) schools and a minimum population of 7,000 attending students.
 - f. If the SIS Proposer has had a contract terminated for default during the past five (5) years, all such actions must be described. "Termination for default" is defined as notice to stop performance due to the SIS Proposer's non-performance or unacceptable performance. Describe all previous terminations for default that have occurred during the past five (5) years, including the other party's names, addresses and telephone numbers. Present the companies' position on the matter. Please indicate if your company has experienced no such termination for default in the past five (5) years.
 - g. If the SIS Proposer has had a contract in the Northeast that has ended and they were not the succeeding Proposer, was not renewed for any reason, a contract terminated for convenience, non-allocation of funds, or any other reason, during the past five (5) years, describe fully all such endings, non-renewals, terminations, including the name, address and telephone number of the former client.

* One member of the Evaluation Committee will check references of all Proposers who were interviewed. The same questions will be asked of each reference. The Committee member who checks the references will prepare a report for the remaining evaluators.
12. A three (3) year strategic road map of Proposer's SIS priorities and product development including related product offerings.
13. Proposer shall provide both a detailed and a high-level overview of the SIS being proposed, along with a narrative explanation of your system's key features. Please specify which of these features are included in your core product offering and which will be offered as optional modules that may be added at a later date if the District so desires.
 - a. Attachment E contains a detailed requirements spreadsheet with eight (8) tab categories that help identify all of the general and specific functional requirements that we are looking to have included in the new SIS program. We are requesting that each Proposer check off all of the requirements that are included in their program. There will also be an ability to add comments to clarify any of these requirements. This requirements spreadsheet is required with your RFP response. Submit a fully completed and annotated

- Attachment E including technical categories of the following: General, Portals & Dashboards, Student Records & Demographics, Reporting/Import/Export, Attendance, Grading, Scheduling and Discipline.
- b. Provide a detailed description of how the Proposer will meet NPS requirements relating to the Scheduling module. Refer to Attachment E for the specific detailed technical aspects of NPS requirements regarding the scheduling module. Proposers should recommend a preferred workflow and/or a secondary work flow option for the optimal use of the scheduling module.
 - c. Provide a detailed description of how the Proposer will meet NPS core business requirements relating to the parent portal. Refer to Attachment E for specific detailed technical aspects of NPS requirements regarding the parent portal.
 - d. Provide a detailed description of how the Proposer will meet NPS core business requirements relating to the grading setup, including GPA setup. Refer to Attachment E for specific detailed technical aspects of NPS requirements regarding grading.
 - e. Provide a detailed description of how the Proposer will meet NPS core business requirements of system customization, reporting, exporting and integration with external systems. Refer to Attachment E for specific detailed technical aspects regarding customization, reporting, exporting and integration.
14. Provide an implementation plan, which shall include a detailed identification of tasks, time lines and resources as well as details of how your company plans to implement the SIS, including but not limited to installation, data conversion, customizations, training, and ongoing support. Briefly describe ways your company has creatively customized the SIS to fit the requirements of the district needs. This transition plan must include a detailed transition/start up plan from pre-planning June 1, 2015 through the start of school and through the start of the second grading semester when the system will go live no later than December 2015. Provide information regarding implementation methodology and the expected roles of both the Proposer and the District throughout the implementation process. This section should also include the names and qualifications of Proposer's Project Manager and any other staff that will be involved in implementing your solution. A sample implementation plan shall be provided, showing how the Proposer intends to have the District up and running by the Go-Live date provided in the District's timeline.
- a. Proposer will outline its data conversion methodology and the expected roles of both the Proposer and the District as it pertains to data conversion. Provide examples of import templates/definitions that would be provided to the District to assist in the migration of data from the existing SIS to your proposed solution.
 - i. Data will be converted from a single data source PowerSchool (Chancery) SMS (SQL Server back-end)
 - ii. Include all Demographics & Enrollment (student data, contact data, enrollment data)
 - iii. Include all Attendance Data (summarized data historically, detailed class/daily data for current year data)
 - iv. Include all Transcript & Historical grades data (school, course, teacher, credits, grades stored in SMS historical tables, includes term grades stored in historical tables)
 - v. Include all Current Grades data
 - vi. Include all Current Schedule data (course, class, teacher, term, room as well as any additional data to run the schedule)
 - b. Proposer will outline system integration methodology and the expected roles of both the Proposer and the District as it pertains to, but not limited to the following systems:
 - i. Active Directory/LDAP
 - ii. Google Drive CPSI/SIF
 - iii. PCG EasyIEP
 - iv. Schoology
 - v. PSNI SNAP Health Center
 - vi. Follet Destiny
 - vii. SchoolMessenger
 - viii. ELlevation
 - ix. Techpoint
 - x. Food service/Lunch Box
 - c. Proposer will outline methodology and the expected roles of both the Proposer and the District as it pertains to reviewing the existing customizations in PowerSchool SMS and how to implement these either within the new SIS built in areas or customized areas/ workflows. Data conversion support will also be requested. These include but are not limited to:
 - i. Program Management and User Fees (Transportation, athletics, student parking, early morning program)

- ii. Response to Intervention (RTI)
- iii. Academic Support Programs (ELL, RTI, Title 1, Career & Tech, 504)

15. Proposer shall provide a high-level overview of its proposed training methodology, including, but not limited to the following: on-site training, web training, any ongoing training options available after implementation at no additional charge, and any additional recommended training that may be purchased. Please provide a complete breakdown of the training hours included in your technical proposal. **DO NOT INCLUDE HOURLY RATES IN YOUR TECHNICAL PROPOSAL.** This section should be broken down by module and the location of training (web vs. on-site) should be delineated for elementary, middle and high school level audience, as well as for key stakeholders (e.g., elementary administrative assistants, high school schedulers). The total number of proposed on-site days and maximum training class size must be included as follows:
- a. Proposer must provide on-site school office administrative assistant training (i.e. demographics, attendance, enrollment, parent portal and administrating grading/historical records for secondary level). The training should be broken up by school level based on content areas. (25 staff elementary, 25 staff secondary).
 - b. Proposer must provide on-site scheduler training (i.e. master schedule, walk-in scheduler, course, staff record set-up and parent portal). The training should be broken up by middle school (10 staff) and high school level (10 staff).
 - c. Proposer must provide on-site school and district administrator training (behavior management, reporting, advanced searching, exporting, etc.). The training can be combined for secondary school audience (20 staff).
 - d. Proposer must provide on-site guidance counselor training for the secondary level (i.e. walk-in scheduling, browsing records, parent portal)
 - e. Proposer must provide on-site teacher training. NPS will also utilize a “Train the Trainer” model to train instructional personnel (20 staff) (i.e., grading, attendance and parent portal).
 - f. Proposer must provide on-site District IT administrator training to manage the system configuration, customization elements and report writing (7 staff).
 - g. Proposer must provide on-site special program enrollment training (i.e. RTI, Athletics, Assessment Tracking and Transportation). These may be rolled into the above training sessions.

Proposer’s proposal should include a plan for follow-up online training opportunities for the above roles such as built-in learning modules, webinar sessions and other training methodologies.

16. Provide a detailed description of hardware, software, security, performance and availability with options both locally hosted and software as a service.
- a. Proposer shall provide minimum hardware, software, storage, memory, operating system and any other requirements needed to host and access the application. A detailed breakdown of server requirements and recommendations based on the District’s size and any other determining factors must be included.
 - b. This section should include information regarding the database management system used and what query and reporting tools are provided as part of the proposal.
 - c. This section should include information regarding the hosting environment of your solution and any options that your company offers for database administration (e.g. Proposer hosted, district hosted, district hosted and Proposer administrated, etc...)
 - d. The security of the District’s data is of the utmost importance. Please detail any security features of your system, including, but not limited to: application security, physical security of the data center (if Proposer-hosted), and logical security of the data center (if Proposer-hosted).
 - e. System performance reliability should be discussed, including, but not limited to, the following items: average report run times, specifically student schedules for a 2000 student high school as well as report cards and progress reports and average times when pages load and problem avoidance techniques.
 - f. This section should include specific information regarding suggested backup and recovery including availability measures to guarantee up-time.
17. Proposer must provide information on its post-implementation support model, including, but not limited to, all of the following: phone support, web support, experience/qualifications of support staff, expected/guaranteed response time.
- a. This section should include details regarding the Proposer’s release schedule, including the frequency and importance of updates and any options available to the District for downloading and installing these updates.
 - b. Provide details on any additional support tools or documentation that will be made available to the District at no additional charge above and beyond the proposed Annual License Fee.
 - c. Proposer shall describe its recommended approach to testing, including, but not limited to, all of the following: system testing, compatibility testing, beta environments / user acceptance and performance testing. This section

should specifically address any triage procedures that the Proposer may have in place to prioritize quality defects and the Proposer's issue management methodology as it pertains to alerting customers and correcting errors.

18. The SIS Proposer must demonstrate capability and compliance with current and future Massachusetts state reporting requirements including, but not limited to, SIMS, SCS, and EPIMS using SIF standards. SIS Proposer must demonstrate a proven track record of maintaining compliance with state/federal reporting requirements.
19. CORI and SORI checks shall be completed by the SIS Proposer on all employees on-site at any NPS location prior to their starting date as outlined in the Commonwealth of Massachusetts Education Reform Law of 1994. CORI and SORI check results must be submitted to NPS prior to the start of the SIS Proposer's employee start date of planning and implementation.
20. Forms: A signed Certificate of Non-Collusion, as well as a signed Attestation Form (Certificate of Payment of Taxes to the Commonwealth of Massachusetts) and a signed Certificate of Authority. Forms are provided for all of these submissions in attachments A, B, C, D and E as also listed under Minimum Criteria.

III. EVALUATION OF PROPOSALS

There will be no public opening of submitted proposals. Following the deadline for receipt, the *Chief Procurement Officer* will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

The Technical Proposals shall be evaluated by an evaluation committee designated by the *Chief Procurement Officer* who shall prepare their evaluation based on the criteria contained herein.

Upon completion of the technical evaluation, the *Chief Procurement Officer* will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous taking into consideration cost and evaluative criteria. The City reserves the right to reject any and all proposals if to do so is determined to be in the best interests of the City.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

STUDENT INFORMATION SYSTEM (SIS) FOR NEWTON PUBLIC SCHOOLS

IV. NARRATIVE DESCRIPTION

A. Introduction

Newton, Massachusetts is a city of 85,000 people, located twelve miles west of downtown Boston. NPS has 22 schools organized in an Elementary K-5, Middle School 6-8 and High School 9-12 arrangement with a current enrollment of approximately 12,500 students for FY15. There are fifteen elementary schools, with an average size of 400 students, four middle schools averaging 700 students and two senior high schools averaging 1,850 students. In addition, we have 200 special needs students attending private schools and 200 pre-school students currently enrolled. The system is governed by a Superintendent as well as a School Committee of eight members elected at-large from the city's eight wards for two year terms. The City Mayor serves as the ninth voting member of the School Committee. The NPS budget for FY15 is \$195 million, accounting for approximately one half of the annual spending for the City of Newton.

B. Purpose

This RFP will enable Newton Public Schools (NPS) to procure a new Student Information System (SIS) as the support for our existing system, Pearson's PowerSchool SMS, will end in June 2015. NPS is looking for a fully web based SIS with a fully integrated grade book and parent/student portal. Some of the key features are comprehensive and easy to use navigation, demographics, scheduling and grading modules. The SIS must demonstrate fully featured reporting and exporting capability. The system shall also have flexible customization features for all modules. It must also include a comprehensive parent portal with the ability to publish multiple custom reports and collect data from parents through customizable forms and allow for new student registration as well as contacts updates. The system shall have Massachusetts SIF reporting capabilities or demonstrate that the software can be customized to obtain Massachusetts state reporting compliancy. The system shall have

fully featured integration capabilities with other systems such as Schoology LMS. The SIS Proposer shall have implemented or have on their road map learning analytics capabilities

C. Objectives of NPS:

NPS requests that the proposed SIS system integrate with existing programs as identified within this RFP. In addition, the SIS Proposer must be able to meet NPS' timeline for complete installation and start date in December 2015. The SIS system must meet our requirements and objectives set forth in Attachment E as stated in the Evaluation Criteria #1. The program must be supported for a minimum of ten (10) years after the award date. The program must also be user friendly to promote easy and accurate tracking and be in compliance with all government reporting. Proposer must be Massachusetts state certified or demonstrate proof that they can successfully obtain certification.

V. MINIMUM CRITERIA

All proposals must have a section in their proposal labeled MINIMUM CRITERIA and must provide all necessary documentation as evidence that they meet each of the following minimum criteria in order to be considered for further evaluation. If you have placed your documentation elsewhere in this Technical Proposal, you shall indicate the page number where that documentation can be found within your Technical Proposal. **If documentation or identification of page number is not clearly evident for each criterion, the proposal may be deemed unresponsive.**

The proposer and/or those employees of the proposer who will be assigned to this project shall provide evidence of the following:

1. SIS Proposer has a minimum of five (5) years of favorable experience developing, installing, managing and supporting SIS services while meeting or exceeding specific timeline targets set by the district being supported.
2. SIS Proposer has successfully managed a minimum of five (5) public school district in the Northeast in the last five (5) years and developed recommendations and implementation programs that fully satisfied the school, federal and state law needs and requirements with a least one district consisting of a minimum of ten (10) schools and a minimum of 7,000 attending students.
3. SIS Proposer has submitted a technical proposal that is complete and contains all requested information.
4. SIS Proposer has successfully demonstrated that 80% of NPS requirements are met through the proposed SIS solution as documented in the completion of Attachment E: Newton Public School SIS Requirements.
5. SIS solution must be fully web based, with a relational database system back end.
6. Certification as a Massachusetts State SIF Reporting Proposer. Please submit a copy of your certification with your RFP response or submit proof that a comparable certification has been obtained from another state within 7 months of the executed contract.
7. Proposer's Qualifications and References Form, 2 pages
8. Non-Collusion Form, 1 page
9. Debarment Letter, 1 page
10. IRS W-9 Form, 1 page

VI. EVALUATION COMPARATIVE CRITERIA

Proposals from contractors who meet or exceed the minimum criteria will be evaluated and rated on the basis of the following comparative criteria. The city reserves the right to ask any respondent to provide additional supporting documentation in order to verify its response.

Ratings of Highly Advantageous (HA); Advantageous (A) or Not Advantageous (NA) will be given to each of the following criteria for each respondent. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

To the extent that an Evaluation Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

All proposals must have a section labeled EVALUATION CRITERIA and must provide all necessary documentation as evidence that they meet each of the following criteria. If you have placed your documentation elsewhere in this technical proposal, you shall indicate the page number(s) where that documentation can be found. If documentation or identification of the page number(s) is not clearly evident for each criterion the proposal may be deemed non-responsive. The evaluation of the Technical Proposals will be based on the "evaluation criteria" described in this section. A proposal will receive the appropriate rating based on the foregoing and no consideration shall be given to materials and features not requested by the criterion.

The evaluation of each proposal for a Student Information System will be based upon the "Comparative Evaluation Criteria" described in this section. The following scale will be used to rate each evaluation criterion, as well as to determine a composite rating of each proposal:

"Highly Advantageous"

"Advantageous"

"Not Advantageous"

1. **Newton SIS Requirements - Attachment E (Rating weight = 20%)**

The Proposer has demonstrated that its SIS system has the specified functionality as identified in Attachment E: Newton Public Schools SIS Requirements. Each sub-category listed on each of the previously described eight functional areas will be rated separately and a combined total rating will be calculated.

Highly Advantageous: SIS meets 90-100% of NPS Requirements as specified in Attachment E

Advantageous: SIS meets 80-89% of NPS Requirements as specified in Attachment E

Not Advantageous: SIS meets fewer than 80% of NPS Requirements as specified in Attachment E

2. **Presentations (Rating weight = 20%)**

Responsive Proposers will be required to make individual presentations and an on-site demonstration of the proposed software to the District's evaluation committee as part of the evaluation process. The Evaluation Committee will schedule a presentation, which may last upwards of 90 minutes, and an on-site demonstration with all Proposers who have been rated Highly Advantageous or Advantageous within the Newton SIS Requirements (Attachment E) and are deemed responsive to this RFP. If so notified by the Purchasing Agent, the Proposer must provide a presentation and demonstration within two calendar weeks of notification, or as may be arranged by the Purchasing Agent. If additional time is requested from the Evaluation Committee the presenters should be prepared to demonstrate additional features and technical capabilities.

Highly Advantageous: SIS Proposer successfully demonstrated that all eight (8) of the key SIS features critical to NPS meet requirements and are user friendly (Basic Demographics & Browsing records, Parent Portal, Reporting, Attendance (school admin and teacher perspective), Gradebook, Walk-in Scheduling and Customization features).

Advantageous: SIS Proposer successfully demonstrated that at least six (6) out of eight (8) of the key SIS features critical to NPS meet requirements and are user friendly (Basic Demographics & Browsing records, Parent Portal, Reporting, Attendance (school admin and teacher perspective), Gradebook, Walk-in Scheduling and Customization features).

Not Advantageous: SIS Proposer demonstrated that fewer than six (6) of the key SIS features critical to NPS meet requirements and are user friendly (Basic Demographics & Browsing records, Parent Portal, Reporting, Attendance (school admin and teacher perspective), Gradebook, Walk-in Scheduling and Customization features).

3. **Experience (Rating weight = 10%)**

SIS Proposer has five (5) years of experience in successfully developing, implementing, managing and supporting a Student Information System program with at least one district having been converted from a PowerSchool (Chancery) SMS system.

Highly Advantageous: The SIS Proposer has provided more than three (3) project examples of implementing, managing and operating public school districts with at least one district with a minimum of ten (10) schools and 7,000 attending students and at least one district converted from a PowerSchool (Chancery) SMS system .

Advantageous: The SIS Proposer has provided three (3) project examples of implementing, managing and operating public school districts with at least one example of a public district with a minimum of eight (8) schools and a minimum of 5,000 attending and at least one district converted from a PowerSchool (Chancery) SMS system .

Not Advantageous: The SIS Proposer has provided fewer than three (3) project examples of managing for public school districts with at least one example of a public district with a minimum of six (6) schools and a minimum of 4,000 attending students or without any districts converted from a PowerSchool (Chancery) SMS system.

4. **Transition Plan (Rating weight = 20%)**

The transition plan must include detailed identification of tasks, timelines, and resources required to ensure a seamless continuity of operations. The SIS Proposer shall provide a transition plan that details the successful implementation and support of the SIS product in the district. Provide a detailed transition/start-up plan from pre-planning from June 1, 2015 through the conversion and product launch no later than December 2015. The plan must detail the additional resources the SIS will be providing as well as the start-up tasks, implementation dates, estimated completion date and responsible party. A responsive and responsible start-up/transition plan must have sufficient detail. This plan must be submitted in an Excel format and must be customized to NPS' requirements. At a minimum, major categories are to include as follows: Hardware and Software Installation support, Data conversion, SIS testing and data validation, SIS required reporting, SIS customization as required by NPS, SIS training and SIS launch support.

Highly Advantageous: SIS Proposer successfully demonstrated that all seven (7) or more of the key transition plan requirements critical to NPS have been met (Hardware and Software Installation support, Data conversion, SIS testing and data validation, SIS required reporting, SIS customization as required by NPS, SIS training and SIS launch support).

Advantageous: SIS Proposer successfully demonstrated by showing that six (6) out of seven (7) the key transition plan requirements critical to NPS have been met (Hardware and Software Installation support, Data conversion, SIS testing and data validation, SIS required reporting, SIS customization as required by NPS, SIS training and SIS launch support).

Not Advantageous: SIS Proposer demonstrated by showing fewer than six (6) out of seven (7) key transition plan requirements critical to NPS have been met (Hardware and Software Installation support, Data conversion, SIS testing and data validation, SIS required reporting, SIS customization as required by NPS, SIS training and SIS launch support).

5. **User Training/Learning Methodology (Rating weight = 10%)**

Proposer shall provide a high-level overview of its training methodology including, but not limited to, all of the following: on-site training, web training, any ongoing training options available after implementation at no additional charge and any additional training that may be purchased.

Highly Advantageous: Multiple creative training offerings are a robust feature of the SIS product and/or implementation plan.

Advantageous: Basic training options a robust feature of the SIS product and/or implementation plan.

Not Advantageous: Training options are not a robust feature of the SIS product and/or implementation plan.

6. **Post implementation Product Support (Rating weight = 5%)**

Proposer provides information on its post-implementation product support model including, but not limited to, all of the following: phone support, web support, with qualified support staff and reasonable response time.

Highly Advantageous: Proposer documented experience and capacity to fully meet the needs for ongoing user support.

Advantageous: Proposer documented experience and capacity to mostly meet the needs for ongoing user support.

Not Advantageous: Proposer documented experience and capacity to meet the needs for ongoing user support to a limited degree.

7. **State Reporting Compliance (Rating weight = 5%)**

The SIS Proposer will demonstrate capability and compliance with current and future Massachusetts state reporting requirements, including, but not limited to, SIMS, SCS, and EPIMS using SIF standards. SIS Proposer must demonstrate a proven track record of maintaining compliance with state/federal reporting requirements.

Highly Advantageous: Proposer is fully compliant with MA state reporting requirements (SIMS, SCS, EPIMS) using SIF standards

Advantageous: Proposer demonstrated experience and capacity in state reporting using SIF standards and becoming state complaint within seven (7) months.

Not Advantageous: Proposer demonstrated experience and capacity in state reporting using SIF standards and becoming state complaint within twelve (12) months, or longer.

8. **Interviews (Rating weight = 10%)**

On completion of their rankings for Evaluation Criteria 1-7, Evaluators shall submit their ranking to the NPS Purchasing Manager who shall determine which responsive Proposers have composite rankings of Advantageous or better within the Newton SIS Requirements (Attachment E). All such Proposers will be scheduled for an interview. The Evaluation Committee will prepare ten (10) questions, which will be asked of all Proposers.

Highly Advantageous: SIS Lead Representative and at least one other key team member for this project were present, communicated a comprehensive plan of action, and successfully responded to all ten (10) questions from the Evaluation Committee.

Advantageous: SIS Lead Representative and at least one other key team member for this project were present, communicated a comprehensive plan of action, and successfully responded to a minimum of eight (8) of the ten (10) questions from the Evaluation Committee.

Not Advantageous: SIS Lead Representative did not communicate a comprehensive plan of action or successfully responded to fewer than eight (8) of the ten (10) questions from the Evaluation Committee.

VII. AWARD OF CONTRACT

The *Chief Procurement Officer* shall determine the most advantageous proposal from a responsible and responsive SIS Proposer taking into consideration price and the evaluation criteria set forth in the RFP.

In accordance with the provisions of G.L. c. 30B, sec. 9, The City of Newton reserves the right to waive any informalities in any or all proposals, or to reject any or all proposals, in whole or in part, if it be in the public interest to do so.

VIII. TERMS OF CONTRACT

It is anticipated that this three (3) year contract shall be effective upon its execution **through June 30, 2018**. The continuation of this contract for each fiscal year shall be subject to appropriation and/or continuation of funding for any fiscal year or any part thereof during the term of this Agreement. If funds for the discharge of the City's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

ATTACHMENT A – PRICE PROPOSAL

City of Newton NPS Purchasing Department RFP #15-83 for Student Information System

Proposers shall use this “ATTACHMENT A” to this RFP #15-83 in submitting their price proposal(s). Please remember to submit your price proposal in a separately sealed marked envelope. Any Technical Proposal with prices may be deemed unresponsive.

This form must be completed and placed, within your price proposal and ensure your envelope is marked:

“RFP #15-83 Price Proposal –Student Information System”

Note that in order to be deemed responsive, Proposers must submit **both** a NPS locally Hosted Price and a Proposer Hosted Price.

Name of Firm or individual submitting proposal: _____
(Please Print)

Contact Person _____

Contact Signature: _____

Title: _____

Address: _____

Telephone / FAX#: _____ / _____

E-mail address: _____

The proposer acknowledges the following addenda: ____, ____, ____, ____

The price proposal set forth in this RFP shall constitute full and complete consideration to the City for the services to be provided by the SIS Proposer. There shall be no reimbursement for out-of-pocket or other expenses incurred by the SIS Proposer in connection with the performance of the services. Any exceptions may result in proposal rejection.

First year start-up costs (please fill in any costs that are applicable):

1. Set-up/Installation Fee for SIS software for NPS locally hosted use: \$ _____
2. Set-up/Installation Fee for SIS Proposer hosted use*: \$ _____
3. Consultant Hourly Rate \$ _____ X Est. # of hours _____ = \$ _____
4. Customization Hourly Rate \$ _____ X Est. # of hours _____ = \$ _____
5. Data Conversion (based on 13,100 student records) according to Technical Proposal, Section 9A: = \$ _____
6. Training Hourly Rate \$ _____ X Est. # of hours _____
(according to Technical Proposal, Section 15) = \$ _____
7. Configuration/Implementation for Go-Live date of December 2015= \$ _____
8. Administrative Fee (if applicable for travel, other costs) \$ _____

Three year subscription rate (SR) costs:*

9. Year 1 SR per NPS enrolled student (pro-rated for 6 months) \$_____ X est. # 13,100= \$_____
10. Year 1 SR per private enrolled student** (pro-rated for 6 months) \$_____ X est. # 2,500 = \$_____
11. Year 2 SR per NPS enrolled student for 12 months \$_____ X est. # 13,100= \$_____
12. Year 2 SR per private enrolled student** for 12 months \$_____ X est. # 2,500= \$_____
13. Year 3 SR per NPS enrolled student for 12 months \$_____ X est. # 13,100= \$_____
14. Year 3 SR per private enrolled student* for 12 months \$_____ X est. # 13,100= \$_____

**The numbers of students given are estimates, and the actual number may be greater or less than the estimate. Whatever the actual number of students, the per student rates shall be those stated above.*

***Private enrolled students require limited registration only tracking basic demographic information.*

**GRAND TOTAL for all start-up NPS locally hosted and three (3) years of subscription costs
(add lines 1 plus 3 through 14):** \$_____

**GRAND TOTAL for all SIS Proposer hosted and three (3) years of subscription costs (add
lines 2 through 14)** \$_____

Note that decision over service(s) used regarding line #1 (NPS locally hosted) and line #2 (SIS Proposer hosted) will be made after award recommendation.

CITY OF NEWTON

PROPOSER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining Proposer responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____ YES ____ NO **WBE**? ____ YES ____ NO or **MWBE**? ____ YES ____ NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO
IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Proposer's qualifications and experience.

DATE: _____ PROPOSER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

City of Newton



Mayor
Setti D. Warren

PURCHASING DEPARTMENT
NICHOLAS READ & CHIEF PROCUREMENT OFFICER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Date

Proposer

Re: Debarment Letter for Request For Proposal #15-83

As a potential Proposer on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

III. Debarment:

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____(Name)
_____(Company)
_____(Address)
_____(Address)
PHONE _____ FAX _____
EMAIL _____

Signature

Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	X Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶	Name

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

CONTRACT FORMS

The awarded Proposer will be required to complete and submit documents substantially similar in form to the following.

These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.

City - Contractor Agreement #C -

For

Student Information System for Newton Public Schools

This Agreement is entered into by and between

(hereinafter the "Contractor") and the City of Newton, a municipal corporation acting by and through its School IT Department but without personal liability to him (hereinafter the "City"); collectively, the "parties."

WHEREAS, Newton Public Schools need the procurement of a Student Information System and

WHEREAS, the Contractor has submitted a responsive proposal for such services;

NOW THEREFORE, the parties agree as follows:

1. Incorporation of Attached Documents

The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement:

-- City of Newton's Request for Proposal No. #15-83, dated _____ (RFP) issued by, *Chief Procurement Officer* (hereinafter "Request for Proposals");

--Technical and Price Proposal of _____, each dated _____, 2015 and signed by _____, (hereinafter, "Contractor's Proposal"); and

--any other Contract Documents, as defined in the RFP.

2. Scope of Work

Deliver, implement, manage and support a Student Information System (SIS)

3. Term of Agreement

Work under this RFP is expected to begin **the day of contract execution and shall extend through June 30, 2018.**

4. Payment procedures

The Contractor shall be paid on completion of identified project milestones to the satisfaction of the Director of the IT Department, after the submission of an invoice. Payment schedule will be as follows:

1 st year of start-up costs:	20% upon execution of contract and presentation of management plan - June 2015
	20% upon installation of software
	20% upon successful test of data conversion
	20% upon 30 days following successful Go-Live date
	20% upon submission and acceptance of required state and federal reposting –March 2016
Annual subscription	100% as of start of each school fiscal year with first year pre-rated in December 2015

5. Indemnification

The Contractor acknowledges and agrees that he is responsible as an INDEPENDENT CONTRACTOR for all services provided under this Agreement and for all the acts of her employees and agents hereunder and agrees that she will indemnify and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from, the performance of the services to be performed under this Agreement.

6. Insurance

The Contractor will provide the City with a certificate of insurance reflecting Comprehensive General Liability Insurance with a limit of liability of at least One Million Dollars (\$1,000,000.00) and evidence of workers compensation insurance covering employees of the Contractor. The Comprehensive General Liability policy must name the City as an additional insured and the certificate must reflect this status.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

8. Non-assignability

This Agreement and the duties of the Contractor to be performed hereunder or any payments due or accrued to the Contractor shall not be assigned or subcontracted.

9. Entire Agreement

This Agreement represents the entire understanding between the Contractor and the City. No change of any of the within terms and conditions can be made, except by written amendment(s) hereto and signed by both parties. This Agreement and any such amendments shall become binding on the City upon the execution thereof by the Mayor of Newton.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have set their hands and seals to this and two like originals.

CONTRACTOR

CITY OF NEWTON

By _____

Print Name _____

Title _____

Date _____

Affix Corporate Seal here

City funds in the amount of \$ _____
are available in account number:
98204680-5501

I further certify that the Mayor, or his
designee, is authorized to execute contracts and
approve change orders

By _____
Comptroller of Accounts

Date _____

By _____
Chief Procurement Officer

Date _____

By _____
School Committee Chair

Date _____

Approved as to Legal Form and Character

By _____
Associate City Solicitor

Date _____

CONTRACT APPROVED

By _____
Mayor or his designee

Date _____

ATTACHMENT – B

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON ORBEFORE*** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE
SEAL HERE*
(Signature of **Clerk or Secretary**)*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is ***ON ORAFTER*** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

ATTACHMENT - C

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

Print Name: _____

By: _____
Corporate Officer
(Mandatory, if applicable)

Print Name: _____

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Date: _____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

ATTACHMENT - D

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

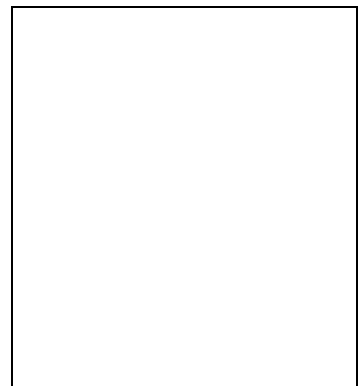
The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here



ATTACHMENT - E

NPS STUDENT INFORMATION REQUIREMENTS

(Attached as an Excel file)

Newton Public Schools Approved School Calendar FY 2016

	M	T	W	T	F
S	7	8	9	10	11
E	14	15	16	17	18
P	21	22	23	24	25
	28	29	30		
	(15 days)				
	M	T	W	T	F
O	5	6	7	8	9
C	12	13	14	15	16
T	19	20	21	22	23
	26	27	28	29	30
	(21 days)				
	M	T	W	T	F
N	2	3	4	5	6
O	9	10	11	12	13
V	16	17	18	19	20
	23	24	25	26	27
	30				
	(18 days)				
	M	T	W	T	F
		1	2	3	4
D	7	8	9	10	11
E	14	15	16	17	18
C	21	22	23	24	25
	28	29	30	31	
	(17 days)				
	M	T	W	T	F
					1
J	4	5	6	7	8
A	11	12	13	14	15
N	18	19	20	21	22
	25	26	27	28	29
	(19 days)				

	M	T	W	T	F
	1	2	3	4	5
F	8	9	10	11	12
E	15	16	17	18	19
B	22	23	24	25	26
	29				
	(16 days)				
	M	T	W	T	F
		1	2	3	4
M	7	8	9	10	11
A	14	15	16	17	18
R	21	22	23	24	25
	28	29	30	31	
	(22 days)				
	M	T	W	T	F
					1
A	4	5	6	7	8
P	11	12	13	14	15
R	18	19	20	21	22
	25	26	27	28	29
	(16 days)				
	M	T	W	T	F
	2	3	4	5	6
M	9	10	11	12	13
A	16	17	18	19	20
Y	23	24	25	26	27
	30	31			
	(21 days)				
	M	T	W	T	F
			1	2	3
J	6	7	8	9	10
U	13	14	15	16	17
N	20	21	22	23	24
E	27	28	29	30	
	(15+5 days)				

RFP #15-83 – Student Information Systems (SIS) for Newton Public Schools
Page 29 of 30

ATTACHMENT - G

Newton Public Schools Map of School Locations

